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CONFIDENTIAL

*Editor - 12.1 Proposed
notices*

DD/ST# 4732-68

11 DEC 1968

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Science and Technology
Deputy Director for Plans
Deputy Director for Intelligence
Inspector General
General Counsel

SUBJECT : Proposed HN 20-373, "Summer-Only" Employment of
Dependents of Agency Personnel

REFERENCE : (a) HN 20-316, expired 1 October 1968
(b) HN 20-336, expired 1 October 1968

1. Attached for your information is subject notice, proposed by the Director of Personnel who suggested that it be published as soon as possible so that dependents of Agency personnel who are home for the Christmas holidays can be made aware of the program. The notice, appropriately updated, is substantially the same as reference (a), and, like its predecessor, it leaves discussion of the program's cover aspects to a subsequent publication like reference (b).

2. The notice has been signed by the Deputy Director for Support and is being prepared for publication. If you have any questions please call [REDACTED] before close of business 16 December 1968.

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[REDACTED]
Chief, Support Services Staff

cc: D/P
SSA-DDS

Attachment: As stated

DD/S&T
FILE COPY

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This Notice Expires 1 October 1969

PERSONNEL

HN 20-373

6 December 1968

"SUMMER-ONLY" EMPLOYMENT OF
DEPENDENTS OF AGENCY PERSONNEL

IMPORTANT: The summer employment program must be conducted within the restrictions on employment of relatives described in HN 20-329. Parents must restrict themselves to making known to their children the availability of a limited number of opportunities for summer employment and the transmission of application forms. Completed application forms should be mailed by the applicant to "Office of Personnel, P.O. Box 1925, Washington, D.C. 20505" and marked "ATTENTION: [REDACTED]
[REDACTED] in the lower left corner of the envelope.

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Under no circumstances shall parents or other employee relatives attempt in any way to influence assignments. Responsibility for making suitable assignments in relation to requirements for summer employees is vested exclusively in the Office of Personnel.

1. GENERAL

- a. To meet anticipated peaks in clerical workloads during the coming summer months, the Agency again will employ a limited number of individuals for temporary summer employment (1 June through 1 October 1969). As in years past, the "summer-only" program is restricted to dependents of Agency staff employees. This restriction is necessitated by the prohibitive cost of performing full security investigations for dependents of non-Agency personnel and the problems of orienting such persons into proper security practices and maintaining effective security control over them during and after their brief work periods. For dependents of Agency personnel, considerable information is already available, and effective security control can be exercised through the parent.
- b. Persons interested in the "summer-only" program should be aware that, under present policies, the Peace Corps will not employ any individual who has previously worked (even in "summer-only" programs) for the Agency.

C-O-N-F-I-D-E-N-T-I-A-L

GROUP 1
Excluded from automatic
downgrading and
declassification

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PERSONNEL

2. ELIGIBILITY

The term "dependents" for this purpose includes only sons, daughters, and wards who will be at least 17 years old and who will not have attained their 24th birthday on 1 June 1969. Only one dependent from a family will be accepted. Any individual who has worked for the Agency for four summers is ineligible for further consideration for summer employment. These limitations are necessary in order to extend the opportunities for work experience to as many young men and women as possible.

3. APPLICATION AND SELECTION

a. Individuals interested in the "summer-only" program should obtain information and application forms from the Clerical Assignment Branch, Recruitment Division, [REDACTED] An application must be submitted for each summer a dependent wishes to work. Applications must be received in the Office of Personnel no later than 14 March 1969 to be considered for employment this summer. A dependent of a staff employee whose retirement or death occurred during the past year may submit an application; the Director of Personnel is authorized to consider applications in exceptional cases in which retirement or death occurred at an earlier date.

b. To provide an equal opportunity for all "summer-only" candidates, applicants will be required to take the regular Agency Clerical Testing Battery, the results of which will be the primary basis for selection. Applicants who have previously taken this test may compete on the basis of their previous test scores or be retested. The tests will be given in Room 306, Ames Building, 1820 North Fort Myer Drive in Rosslyn on the following Saturdays: 8, 15, 22 and 29 March 1969. Applicants should call extension 2524 or extension 2983 to schedule test appointments. Applicants who are attending schools outside of the Metropolitan Washington area should state on their application the dates of any planned visits to Washington, D.C. In unusual cases, it may be possible to make arrangements for an applicant to take the test at some place other than Washington, but the expense involved makes it necessary to restrict this procedure.

c. Applicants will be notified as soon after 1 May 1969 as possible by the Director of Personnel as to whether they can be offered employment. Parents and guardians of "summer-only" applicants should understand that in all probability the number of applicants will exceed our requirements.

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4. COMPENSATION

Qualified "summer-only" employees will be appointed at the following grade and salary levels:

<u>Education Level</u>	<u>Grade</u>	<u>Salary</u>
High school student	GS-01	\$3889
High school student, qualified typist	GS-02	4231
High school graduate	GS-02	4231
One or two years of college	GS-03	4600
Three or more years of college	GS-04	5145

5. ASSIGNMENT AND LENGTH OF SERVICE

- a. "Summer-only" employees must be willing to work in any of the Agency's various locations within the Washington, D.C. metropolitan area where their services may be required. To the maximum extent feasible, they will be assigned to the building (or area) and work shift of their choice; however, the work requirements of the Agency must come first. In no instance will they be assigned to the same office in which their parents are assigned. Each applicant is requested to specify on his application his preference for work location and shift.
- b. All "summer-only" employees are expected to work for a minimum of 60 calendar days. Employees who wish to work through Labor Day must complete the entire workweek. If they are unable to do so, they must resign the preceding Friday, 29 August 1969.

6. PERFORMANCE REPORTING

Form 45, Fitness Report, will be used to record an evaluation of each "summer-only" employee's performance. In view of the nature of the duties performed by summer employees, their relative inexperience, and the difficulty of providing adjectival ratings of their performance in relation to that of regular full-time personnel, it will not be necessary to complete Section B of the Form 45. It is expected, however, that a narrative evaluation will be provided in Section C.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

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